



US Army Corps of Engineers

Headquarters

Information Paper

22 July 1999

SUBJECT: Planning for Comprehensive Interior Design

Background. Comprehensive interior design creates living and working environments which enhance the users' operational efficiency and quality of life. Programming funds for the acquisition of furniture and furnishings is critical to the successful execution of buildings that include furniture. ER 1110-345-122, Interior Design, defines building-related and furniture-related interior design as well as using activity and design agent responsibilities with respect to planning, design, and implementation.

DD Form 1391 Preparation. The DD Form 1391 provides the means for requesting comprehensive interior design services related to military construction. ER 1110-345-122, commits the U.S. Army Corps of Engineers (USACE) to providing furniture-related interior design services incidental to Military Construction Army (MCA) funded projects without additional cost to the user. This offer applies to operations, laboratory, and administration facilities as well as Department of the Army standard designs. To request comprehensive interior design services the DD Form 1391 must indicate the following information:

- Section 3 should indicate that furniture-related interior design is requested. This will ensure that the service is included in the design directive to the USACE district executing the project.
- Section 6. At USACE certification, MSC and district commands will assure that adequate design funds are provided for interior design, and are identified in item 3B on the programming document.
- Section 12 should contain the justification for the space required. The validation of most operational, laboratory, service school, and administrative space projects is based on AR 405-70, Utilization of Real Property, 15 September 1993, Appendix D.
- Section 13 should indicate the amount of operations and maintenance funds committed to support furniture and furnishings procurement. Projects utilizing furniture systems, or pre-wired workstations, should indicate the number, unit cost, and total cost of workstations. This information is necessary to evaluate the adequacy of funds for procurement.

Assistance. Requests for technical assistance and service should be addressed to the Interior Design Technical Center of Expertise: Commander, U.S. Army Engineer District, Omaha, ATTN: Ms. Lori O. Hoelting, CENWO-ED-DG, 215 North 17th Street, Omaha, NE 68102-4978, telephone 402-221-4565. Interior design policy questions should be addressed to Commander, U.S. Army Corps of Engineers, ATTN: Mr. Frank Norcross, CEMP-ED, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000, telephone 202-761-0881, EMail: frank.a.norcross@hq02.usace.army.mil

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